



RCMAS
VALLEY OF COLLEGE OF MANAGEMENT &
APPLIED SCIENCES

Criterion VI

Governance, Leadership and Management

RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE

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Strategic Development and Deployment

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Institutional Appointment Procedures

Submitted to





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NAAC Accreditation 2024

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Institutional Appointment Procedures

Human Resource (HR) Policy

1. Policy Statement

Rajagiri College of Management and Applied Sciences, Kakkanad, is committed to fostering an inclusive, productive, and supportive work environment for its faculty and staff. This HR policy outlines the procedures and standards for recruitment, selection, and management of human resources to ensure the institution attracts, retains, and develops a highly qualified workforce.

2. Purpose

The purpose of this HR policy is to establish a clear framework for the recruitment and management of faculty and staff. It aims to:

Ensure the college attracts and retains highly qualified personnel.

Support professional development and career growth.

Maintain transparency and fairness in HR practices.

Align HR practices with the college's mission and strategic objectives.

3. Scope

This policy applies to all faculty and staff positions at Rajagiri College of Management and Applied Sciences, including:

Recruitment and selection procedures.

Employment terms and conditions.

Professional development and performance management.

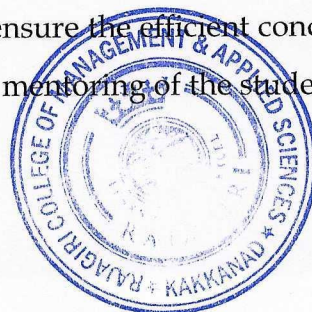
Employee welfare and grievance redressal mechanisms.

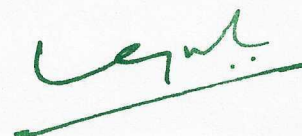
4. Faculty Recruitment

4.1 Needs Assessment

Faculty requirements for various departments are communicated to the Principal based on academic needs, student-teacher ratios, and strategic goals.

The Principal reviews these requirements and recommends actions to the management. The workload of the faculty is maintained by the Management in line with their policy to ensure the efficient conduct of value-added programs and effective one-on-one mentoring of the students.



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4.2 Selection Committee Formation

Based on the Principal's recommendations, the management constitutes a selection committee. This committee is responsible for overseeing the recruitment process and ensuring compliance with the college's HR policies.

4.3 Advertisement of Vacancies

Vacancies are advertised through various media channels, including newspapers, social media, and the college's official website. The advertisements provide clear and detailed information about the positions, qualifications required, application procedures, and deadlines.

4.4 Shortlisting of Candidates

The selection committee reviews the applications received and shortlists candidates based on academic qualifications, professional experience, and other relevant criteria. The shortlisted candidates are then invited for an interview.

4.5 Interview and Selection

Candidates are assessed through a comprehensive interview process, which may include presentations, teaching demonstrations, and panel interviews. Based on performance and adherence to academic eligibility criteria, the selection committee and management make the final selection.

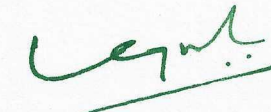
4.6 Probation Period

Selected candidates are offered a position subject to a one-year probation period. During the probation period, candidates' performance within the organization is evaluated, with the possibility of extending the period by one more year if needed to ensure they meet the organization's standards and expectations.

4.7 Salary and Benefits

The college offers industry-best salaries and benefits to attract and retain top talent. Compensation packages are reviewed regularly to ensure they remain competitive and aligned with industry standards.




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5. Non-Teaching Staff Recruitment

5.1 Needs Assessment

The requirements for non-teaching staff are identified based on the operational needs of the college. The Principal, in collaboration with the office and finance superintendents, as well as the heads of the departments, reviews and recommends these requirements to the management.

5.2 Selection Committee Formation

The management forms a selection committee to oversee the recruitment process for non-teaching staff. This committee ensures adherence to the college's HR policies and procedures.

5.3 Advertisement of Vacancies

Non-teaching staff vacancies are advertised through various media channels, including newspapers, social media, and the college's official website. The advertisements provide clear and detailed information about the positions, qualifications required, application procedures, and deadlines.

5.4 Shortlisting of Candidates

The selection committee reviews applications and shortlists candidates based on their qualifications, experience, and suitability for the role. Shortlisted candidates are then invited for an interview.

5.5 Interview and Selection

Candidates undergo a thorough interview process to assess their skills, experience, and fit for the role. The selection committee and management make the final decision based on the candidates' performance and suitability.

5.6 Probation Period

Selected candidates are offered a position subject to a one-year probation period. During the probation period, candidates' performance and fit within the organization are evaluated, with the possibility of extending the period by one more year if needed to ensure they meet the organization's standards and expectations.



5.7 Salary and Benefits

The college provides competitive salaries and benefits to non-teaching staff, ensuring they are aligned with industry standards. Regular reviews of compensation packages are conducted to maintain competitiveness and fairness.

6. Professional Development and Performance Management

6.1 Training and Development

The college is committed to the continuous professional development of its faculty and staff. Funds are allocated for training programs, workshops, and conferences to help employees enhance their skills and stay updated with the latest developments in their fields.

6.2 Performance Appraisal

Regular performance appraisals are conducted to evaluate employee performance. These appraisals provide feedback on strengths and areas for improvement, and help in identifying professional development needs.

7. Employee Welfare and Grievance Redressal

7.1 Employee Welfare Programs

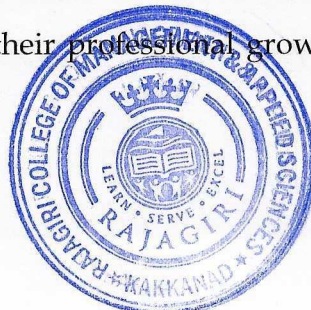
The college implements various welfare programs aimed at improving the well-being of its employees. These programs include health and wellness initiatives, recreational activities, and support services.

7.2 Grievance Redressal

A transparent and efficient grievance redressal mechanism is in place to address employee concerns and complaints. Employees can raise their grievances without fear of retaliation, and the college ensures timely and fair resolution of these issues.

Conclusion

This HR policy provides a structured approach to managing human resources at Rajagiri College of Management and Applied Sciences. By adhering to this policy, the college ensures the recruitment and retention of highly qualified personnel, supports their professional growth, and maintains a positive and



productive work environment. Effective HR management enables the college to achieve its mission and strategic goals, fostering an environment of continuous improvement and excellence.

Faculty Development Policy of RCMAS

Faculty members are encouraged

1. to participate and present papers in seminars, conferences and workshops.
2. for Training, Consultancy and Research.
3. for undertaking Minor/ Major Research Projects
4. for undertaking National and International Certification.
5. to undertake certifications in their respective domain area of specialization.
6. for enrolling to doctoral research and as research guides.
7. for professional association membership.

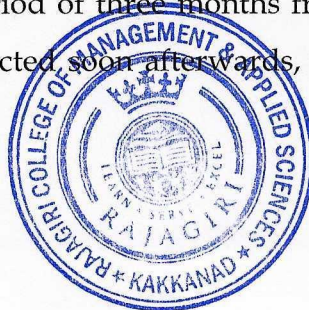
Internal Complaints Committee

Internal Complaints Committee (ICC) addresses the concerns and grievances of the faculty.

Objectives:

1. To act as an inquiry authority on a complaint of sexual harassment.
2. Deal with cases of sexual harassment in a time-bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
3. Take proactive measures to sensitize the staff, faculty and students about gender issues, sexual harassment and its legal implications through awareness seminars, campaigns, talks etc.
4. Procedure for Lodging a Complaint with the Committee

A written complaint of sexual harassment may be lodged by the aggrieved woman (who can be a teaching or non-teaching staff or a student of RCMAS) or a third party with any member of the complaints committee within a period of three months from the date of sexual harassment or in case of a series of incidents within a period of three months from the date of last incident. An inquiry will be conducted, soon afterwards, and during the pendency of the



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inquiry, the aggrieved woman will be provided with all the necessary support as deemed fit for the situation on her request. According to the Supreme Court guidelines, sexual harassment can be defined as unwelcomed sexually determined behaviours (whether directly or by implication) such as:

- i. Physical contact and advances;
- ii. Demand or request for sexual favours;
- iii. Sexually coloured remarks;
- iv. Showing pornography and other unwelcome physical, verbal or non-verbal conduct of a sexual nature. (Vishaka judgment by Supreme Court).

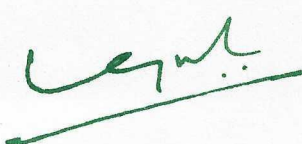
The following are also sexual harassment and are covered by the committee:

- i. Eve-teasing,
- ii. Jokes causing or likely to cause awkwardness or embarrassment,
- iii. Innuendos and taunts,
- iv. Gender-based insults or sexist remarks,
- v. Unwelcome sexual overtone in any manner, such as over the telephone (obnoxious telephone calls) and the like,
- vi. Touching or brushing against any part of the body and the like,
- vii. Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings,
- viii. Implied or explicit promise of preferential treatment in her employment in exchange for sexual favours,
- ix. Implied or explicit promise of threat/detrimental treatment in her employment on refusal of sexual favours,
- x. Interference with her work or creating an intimidating/hostile work environment for her.

Grievance Redressal Mechanism

The Grievance Committee objectively and with due respect to the institutional and academic goals looks into the grievances and takes appropriate action to remedy the situation.




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For redressal of grievances and complaints, the college shall adhere to the following:

1. Grievances, if any, may be presented before the officials -Director/Principal/HOD
2. There should be a sincere effort on the part of the members of the faculty to find solutions for the problems.
3. All matters requiring the intervention of higher authorities should be presented in person and in writing.
4. The composition of the grievance committee will be decided by the Director and Principal according to the nature of the grievances being considered.

Recruitment, Selection and Induction Policy

1. General Rules- Recruitment and Selection

1.1 Vacancies arising from time to time shall, as required, be notified in the leading newspapers/social media as decided by the Management. The advertisement shall specify the minimum qualifications and other requirements for the post(s) subject to meeting the norms prescribed by UGC or other competent authority.

1.2 Apart from this, there shall be a regular notification on the institutional website inviting applications for faculty positions, and applications received against this notification shall also be considered based on need.

1.3 Faculty members already serving in RCMAS and meeting the notified requirements can apply for direct recruitment to higher posts only if specifically called for in the advertisement.

1.4 The last date for submission of applications against advertisements shall be as decided by the Management.

1.5 The screening and shortlisting of candidates for interview shall be done by the selection committee as constituted by the management.

1.6 Faculty members who teach full-time in AICTE/ UGC recognized institutions in one full academic year would be considered as having one year




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of teaching experience. Part-time/ guest ad-hoc teaching experience will not be considered for teaching experience.

1.7. Candidates with relevant experience in their area of specialization from reputed industries will be considered in the ratio 2:1, i.e. 2 years of industry experience will be treated as 1 year of teaching experience.

1.8. The period of work of full-time doctoral work will be counted for increment purposes at the level of an assistant professor, whereas it will not be considered for service and increment at the level of an associate professor at the time of direct recruitment.

1.9. The period of study leave of a faculty who is in service and has gone on FIP / QIP can be treated as a Service in RCMAS, which is considered for salary increment purposes only. This shall not be considered as experience which is necessary for acquiring the qualifications for direct recruitment.

1.10 The Interview Board shall consist of the Director, the Principal, the HOD, the subject expert and a management nominee.

1.11 Selection of candidates shall be based on merit and suitability as decided by the Interview Board and a rank list of suitable candidates shall be prepared based on merit.

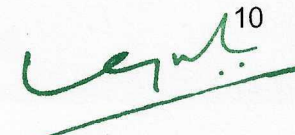
1.12 The rank list of selected candidates shall normally be maintained for 6 months or more, depending on need. If the number of candidates on the rank list exceeds the number of vacancies, the remaining candidates on the rank list shall be maintained for future consideration until the next advertisement for the same position.

1.13 The Interview Board/Selection Committee shall recommend the designation and pay scale/pay range of the selected candidate.

1.14 Offer letters signed by the Director/Principal shall be dispatched to the selected candidate for acceptance.

1.15 If the candidate accepts the offer, the appointment order signed by the Director/Principal shall be issued.




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1.16 If any meritorious candidate applies for any post, even without notification by the College, the management will be free to consider his candidature for the suitable post.

1.17 The teaching staff members are recruited as per the rules and regulations of the University, UGC and Government. In other cases, the teaching staff member is recruited based on their prior field/ industry experiences. The selection is made as per the procedure of RCMAS.

Selection Procedure

1. The selection procedure is based on:

- a. The first phase is the interview by a selection committee.
- b. A 10-minute Demo class/ Presentation on any identified research area of interest that is of recent times and academic merit is to be presented before the selection committee.
- c. Final selection will be based on qualification, presentation, personal interview, industry experience, research capability, communication skills and value system.

2. All the appointments to posts are made on probation for a period of one year.

3. The Appointing Authority has the power to extend the period of probation of any employee of the institution for such period as may be found necessary.

4. Confirmation of a Probationer -The Screening Committee constituted by the management will review the performance of the candidate towards the end of the one-year probation period. If the Screening Committee recommends, the probation will be declared. Otherwise, the probation will be extended to one more year. A probationer may be confirmed after they have successfully completed the period of probation, including any extended period of probation, on recommendations of the Screening Committee. Report from HOD and feedback from students will be considered for the review.

5. Appointment of retired persons will be on contract, and an institute-approved consolidated salary will be provided.

Submission of Original Certificates



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A faculty member, on the first day of joining RCMAS, should submit the following certificates at the college office:

- I. A copy of the 10th standard certificate
- II. A copy of Aadhar card
- III. A copy of the PAN card
- IV. Master's Degree certificate in original
- V. Ph.D degree certificate in original, if any
- VI. Experience Certificate, if any

General Rules

1. The Appointing Authority has the power to terminate the services of any member of the staff without notice and without any cause assigned during the probation period of service.
2. The age of superannuation for the teaching, technical and non-teaching staff belonging to the self-financing scheme shall be 60 years and may be extended up to 65 years.
3. Re-employment beyond the age of superannuation shall, however, be done selectively for a period of 1 year in the first instance, and it can be renewed at the discretion of management.
4. RCMAS Management has the right to terminate the service of a staff member by giving notice of 3 months/3 month's pay in lieu of notice if his/ her performance conduct is not satisfactory.

Resignation

1. Staff members are expected to give advance notice of 3 months/ 3 months pay in lieu of notice in case of resignation so that an alternative arrangement can be made without disruption to academic activities.
2. Staff members should desist from leaving the job while the Semester is in progress. The Management reserves the right not to accept the resignation while the semester is in progress, if it would affect the academic activity of students.



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3. Staff members who wish to get relieved of their duties are required to get the No Dues Form signed by the Principal, and other authorities mentioned therein before they are issued the Relieving Order.



Dr. Laly Mathew



PRINCIPAL

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